

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT ☐ Performance (Job #8813)

FROM: *ETM*

STAT Chief, Regulations Control Branch

EXTENSION

NO.

DATE

14 March 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT 1.

STAT

☐ is forwarded for approval. The proposed revision has the concurrence of the Travel Policy Committee and coordination is not necessary.

DD/A REGISTRY  
FILE: *ETM*

5.

DDA Registry

6.

RCB BU2 Amber

7.

8.

9.

10.

11.

12.

13.

14.

15.

Unclassified when separated from attachment

## HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	

A synopsis has been added.

Arrows in the page margin show the locations of the changes described above.

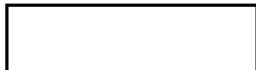
**DISTRIBUTION:** AB

Unclassified when separated  
from attachment

CONFIDENTIAL

Approved For Release 2006/02/01 : CIA-RDP83-00156R000300060009-0

TRAVEL

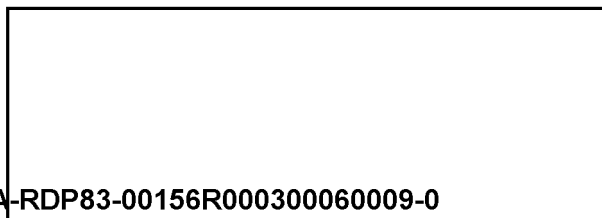


6. PERFORMANCE

→ SYNOPSIS: This regulation provides standards  
for scheduling, routing, and allowable fares for perform-  
ance of travel by direct route and sets out the traveler's  
liability when, for personal reasons, travel is performed  
↳ via indirect route or interrupted while on a direct route. (U)

a. and b. No change.

25X1



Approved For Release 2006/02/01 : CIA-RDP83-00156R000300060009-0

CONFIDENTIAL

➤ c. Air travel will be by the most economical fares available as follows:

(1) Through fares, special fares, commutation fares, excursion /, / and reduced rate round-trip fares will be used for official travel by air when it can be determined prior to the start of a trip that any such type of service when available is practical and economical to the Government. Personal preferences of the traveler as to time schedules or variations of itinerary from the usually traveled route are not acceptable reasons for failure to use lowest cost fares available.

CONFIDENTIAL

25X1

→  
→

d. All official travel must be by a usually traveled route, except where deviation is for reasons beyond the control of the traveler, such as security factors, illness, strikes, civil disturbances<sup>1</sup> and acts of God<sup>1, /</sup> or where deviation for personal reasons has been authorized. While authorization is required (for administrative control and security purposes) for travel by an indirect route or to interrupt travel by the direct route for the convenience of the traveler, it does not relieve the traveler of pecuniary liability for:

*Train?*

→

(1) The additional costs incurred for whatever reason (including reasons beyond the control of the

→

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2006/02/01 : CIA-RDP83-00156R000300060009-0

traveler) that are attributable to travel by an indirect route or interruption of travel on the authorized direct route.

(2) The penalty prescribed in [ ] or 25X1 greater use of foreign airlines than would have been allowable on the authorized direct route. (U)

e. When a traveler, for personal reasons, deviates from a usually traveled route or interrupts travel on a direct route, the constructive cost of travel by the direct route not in excess of the cost actually incurred in the travel performed will be used as the basis for reimbursement for travel as follows:

(1) If indirect travel is entirely by air, constructive cost will be computed on the basis of direct air travel, including use of American-flag air carriers as specified [ ]

[ ]

[ ]

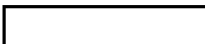
25X1

Approved For Release 2006/02/01 : CIA-RDP83-00156R000300060009-0

CONFIDENTIAL

25X1




(3) If surface travel is authorized and indirect travel is entirely by surface, constructive cost will be computed on the basis of direct surface travel, including use of American ships as specified 

*Train again*

(4) If indirect travel is partly by air and partly by surface (when authorized), constructive cost will be computed by the basis of direct air travel, including use of American-flag carriers as specified in

25X1

→  
25X1

 unless greater reimbursement would result from payment of the actual costs of the indirect surface travel accomplished. In this latter circumstance, payment may not exceed the constructive cost of direct surface travel for the entire trip.

(5) In accordance with the above alternatives, constructive cost is computed on the basis of the class of accommodations authorized for air travel or surface travel, as applicable. The constructive cost of air fare

→

→ is limited to the cost of authorized air travel by the direct route as evidenced by the ticket issued to or secured by the traveler in accordance with the provisions of paragraph c(1) or the lowest case fare otherwise known to be available to the traveler for travel by the direct route at the time travel arrangements were made. (C)

→  
f.-i. No change.

DON I. WORTMAN  
Deputy Director  
for  
Administration

DISTRIBUTION: AB

Distribution: 0-- RCB  
1 - DDA Signature  
1 - DDA Chrono